

## **The Tempe Way**



### **MISSION:**

To make Tempe the best place to live, work and play.

### **VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

### **TEMPE TEST:**

Have I done everything today The Tempe Way?

## **BUILDING INSPECTION SUPERINTENDENT**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and supervise building inspection operations within the Building Safety Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **Supervision Received and Exercised:**

Receives general direction from the Deputy Development Services Manager - Building Safety or from other supervisory or management staff.

Exercises direct supervision over building inspection staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the building inspection program; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in building inspections; assist in difficult inspection problems and code interpretations.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for proposed expenditures; monitor and control expenditures.

*Revised July 2003 (change in certification requirements)*

*Revised October 2000*

*Effective November 1988*

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### Building Inspector Superintendent (continued)

- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Supervise record keeping of inspection and abatement actions.
- Prepare comprehensive reports on problem areas and violations; authorize the issuance of compliance orders.
- Request for legal action and testify in legal proceedings as required.
- Perform field inspections of problem areas; inspect industrial, commercial and complex residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of City, State and Federal agencies.
- Coordinate inspection activities with other City departments, divisions and outside agencies; confer with architects, contractors, builders and the general public in the field and office regarding problem areas; explain and interpret requirements and restrictions.
- Attend technical and board meetings to discuss revisions and changes in codes; advise on code amendments and adoptions; represent the Department on citizen boards as a staff advisor.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of increasingly responsible building inspection experience including one year of supervisory and code enforcement responsibilities.

#### **Training:**

Equivalent to the completion of the twelfth grade supplemented by college level courses in building inspection technology, engineering, architecture or construction.

#### **Licenses/Certifications:**

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of a Building Inspector (Combination) Certification ***and*** possession of ***two*** additional certifications as listed below from a recognized code publishing organization.

*Revised July 2003 (change in certification requirements)*

*Revised October 2000*

*Effective November 1988*

## CITY OF TEMPE

### Building Inspector Superintendent (continued)

In addition, requires the possession of or the ability to obtain within 12 months of hire or promotion a *fourth* certification as listed below from a recognized code publishing organization:

Electrical Inspector (combination certification), Plumbing Inspector (combination certification), Mechanical Inspector (combination certification), Building Plans Examiner, Combination Plans Examiner, Accessibility Inspector/Plans Examiner, Combination Inspector, Commercial Combination Inspector, Reinforce Concrete Special Inspector, Pre-stressed Concrete Special Inspector or Certified Building Official.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.**

**Job Code: 7020**

**Salary Range: 40**

**Compensation Plan: P40 Regular**

**FLSA: Exempt**